

**Town of Los Altos Hills**  
**Proposed Schedule of Fees, Deposits, Charges for Service, and Other Assessments**

**Attachment 1**

**Effective date - January 6, 2004**

Category/Process		AMOUNT OF	
Item/Description		Fee	Deposit
<b>I DEVELOPMENT PROCESS - PLANNING</b>			
<b>A FEES AND CHARGES FOR SERVICES</b>			
<b>1 Staff service rate - Planning Department</b>		\$ 105 per hour	
<b>2 Consultant rate</b>			
Including without limitation City Attorney, Town Geologist, engineering consultant, and Town Arborist		Applicable rate charged to Town + 5% administration charge	
<b>3 General</b>			
General plan amendment		\$1,025	\$1,285
Review of initial study		\$400	
Preparation of negative declaration		\$400	\$650
Preparation of draft EIR by staff		\$1,750	\$1,925
Review of draft EIR prepared by outside consultant		\$770	\$1,025
<b>4 Subdivision applications</b>			
Tentative map 4 lots or fewer		\$ 1,350 per resulting number of lots	\$6,400
More than 4 lots		\$ 1,350 per resulting number of lots	\$9,000
Time extension		\$260	\$260
Appeal		\$400	\$525
Amendment		\$700	\$775
Final map: 4 lots or fewer		\$1,025	\$2,575
More than 4 lots		\$1,025	\$6,400
Final map certificate of correction		\$675	\$800
Pathway in-lieu fee		\$45 per lineal foot of the average width of the property or \$5,000, whichever is greater, for each lot without a path (one-time charge per lot)	
Roadway improvements		\$ 12.00 per lineal foot	
Recreation in-lieu fee		(Valuation/acreage) \$.02 x number of lots	
Storm drainage fee - development area within public public right-of-way or easements		\$ 0.55 per square foot	
Lot line adjustment		\$ 1,025 per resulting number lots	\$2,575
Lot merger		\$ 1,025 per resulting number lots	\$2,575
Town inspection of public improvments (does not include inspection		\$130	10% of total

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requirements of other public agencies)			improvement cost
<b>5 Zoning</b>			
Zoning permit (fee can be waived for zoning permit if site development permit is also required)			
Staff-level review and approval			
No grading, drainage, or measuring (No variance)		\$80	
No grading or drainage, but requiring measuring		\$105	
Site development committee level review and approval		\$205	\$400
<b>6 Conditional use permit (CUP) and conditional development permit (CDP)</b>			
Application		\$1,150	\$1,300
Appeal		\$400	\$400
Renewal or amendment		\$400	\$400
<b>7 Variances</b>			
Major: Application		\$1,350	\$1,350
Appeal		\$400	\$400
Minor: Application		\$650	\$650
Appeal		\$400	\$400
Fence he Application		\$275	\$275
Appeal		\$400	\$400
<b>8 Site analysis</b>		\$150	\$150
<b>9 Site development</b>			
Geologic review	Applicable rate charged to Town + 5% administration charge		\$1,300
Permit approval			
Basic charges:			
Staff-level review and approval			
No measuring of plans and no grading or drainage charges (e.g., fences, dishes)		\$80	\$125
All others		\$110	\$300
Site development committee-level review and approval		\$825	\$900
Planning committee-level review and approval		\$2,125	\$2,125
Additional charges			
In-lieu payments for road improvements		\$ 12 per square foot	
Pathways		\$45 per lineal foot of the average width of the property or \$5,000, whichever	

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		is greater, for each lot without a path (one-time charge per lot)	
	Permit modification	\$275	\$400
	Appeal	\$400	\$650
	Extension Staff level	\$140	
	Council level	\$275	\$400
<b>10</b>	<b>Street and pathway excavation permit</b>		
	Permit fee	\$130	
	Other charges, where applicable:		
	Street	\$ 7 per square feet of surface area being excavated; \$ 475 minimum	
	Pathway	\$ 1 per square feet of surface area being excavated; \$ 475 minimum	
<b>B</b>	<b>MISCELLANEOUS</b>		
1	Other request or actions requiring planning commission or Council action	\$400	\$400
2	Service request - request for review or information that require more than the standard counter staff time	\$80	\$130
<b>C</b>	<b>ENVIRONMENTAL MONITORING</b>		
	Inspection of landscape plantings, required storm drainage maintenance programs, etc.	\$205	\$450
<b>D</b>	<b>MONETARY PENALTIES</b>		
	Application process violation - site development permit; variance; CUP; CDP	10 times fee charged	
<b>E</b>	<b>ZONING ORDINANCE INTERPRETATION</b>	\$275	\$400
<b>II</b>	<b>BUILDING PROCESS: PLAN REVIEWS, PERMITS, AND INSPECTIONS - BUILDING</b>		
<b>A</b>	<b>FEES AND CHARGES FOR SERVICE</b>		
<b>1</b>	<b>Construction and structural addition</b>		
	As per Municipal Code, Chapter 7, Section 8-7.01, Building Construction and Structural Addition Change		
	New dwelling	\$ 1,050	
	Addition to any building - including remodels costing more, in dollars, than 100 times the square footage computation of the total structure	\$ .60 per square foot of floor area added	
<b>2</b>	<b>Planned drainage facilities</b>		
	Impermeable structure	\$ .80 per square foot of development being added	

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Semipermeable structure		\$ .55 per square foot of development being added	
<b>3 Building permit</b>			
Valuation - new dwelling or addition			
Habitable space		\$ 107 per square foot	
Garages		\$ 26 per square foot	
Decks		\$ 11 per square foot	
Permit fee: Projects other than small projects		\$ 105 plus .51% of the valuation	
Permit fee: Small projects (satellite dishes, decks less than 200 square feet, sheds less than 200 square feet, window replacements, deck repairs, gazebos, chimney repairs, fences less than 200 lineal feet) or other small projects approved by the City Manager			\$75
Other projects			
Bedroom		\$ 70 per bedroom	
Plus (depending on valuation)			
\$ 1 to \$ 2,000			\$ 50
\$ 2,001 and up		\$ 125 plus .51% of the valuation	
Plan review fee		65% of permit fee	
Plan retention fee		\$ 11.00 per page of plans	
Final deposit - based on total valuation			
Less than \$ 10,000			\$ 100
\$ 10,000 or more			1% of the valuation
Site development compliance inspection - collected at building plan submittal stage and required only when project is based on a site development permit		\$550	
Energy fee (state imposed)			
Any new dwelling or habitable addition to an existing dwelling		15% of building permit	
Formula = 1.65 x (.15 x building permit fee)			
Strong motion instrumentation program (state imposed)		\$ .10 per \$ 1,000 of assessed valuation	
<b>4 Other inspections and plan reviews</b>			
A requested inspection, when no permit is needed		\$ 125 per hour	
Outside normal business hours		\$ 125 per hour, with a 2-hour minimum	
Reinspection		\$ 125 per hour	
Inspection for which no fee is otherwise indicated		\$ 125 per hour	
Additional plan reviews		\$ 125 per hour	
Code compliance inspection and letter		\$ 125 per hour	
<b>5 Electrical permits</b>			

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Item/Description	Fee	Deposit
e.g., panel, service change, repair, landscape lighting, wiring and material per 1990 NEC New homes and additions are more than the minimum fees		
Issuance fee		\$30
Permit fee - new residential structures	\$ .05/sq ft of total square footage	
<b>6 Plumbing permits</b>		
e.g., water heater, waterline change/repair per 30.1 UPC		
Issuance fee		\$30
Permit fee - new residential structures	\$ .05/sq ft of total square footage	
<b>7 Mechanical permits</b>		
e.g., furnace replacement, air conditioner, gasline per 301 (a) UMC		
Issuance fee		\$30
Permit fee - new residential structures	\$ .05/sq ft of total habitable square footage	
<b>8 Re-roofs and termite repair</b>		
Not requiring plan check		.51% of project valuation
If plan check is required, an additional fee is assessed		
<b>B MONETARY PENALTIES</b>		
When construction is begun before the appropriate permit is obtained		
Building permit		Up to 4 times normal fee
Electrical permit		Up to 4 times normal fee
Plumbing permit		Up to 4 times normal fee
Mechanical permit		Up to 4 times normal fee
<b>III PUBLIC WORKS</b>		
<b>A FEES AND CHARGES FOR SERVICE</b>		
<b>1 Staff service rate - Engineering Department</b>		\$125 per hour
<b>2 Sewage disposal</b>		
Private sewage disposal systems		
License to pump *		The respective amounts shall be the same as the amounts set, from time to time, by the County of Santa Clara
Installation of new system *		
Repair/reconstruction of system		
Repair/reconstruction of system *		
Soil percolation test hole (for every 4 holes, or portion thereof) *		
Review of subsequent development plans *		

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Item/Description		Fee	Deposit
* Paid to Santa Clara County Environmental Health Services			
Appeal of any enforcement action - filing fee and deposit		\$500	\$825
Altamont trunk sewer line connection - connection charge		\$200	
Los Altos sewer connection			
Connection charge	Set by City of Los Altos		
Annual service charge per unit of service **	Set by City of Los Altos		
Palo Alto sewer connection and service			
Connection charge	\$ 825		
Annual service charge per unit of service **	Set by City of Palo Alto		
** Units of service:			
Residence	1.00 unit		
Church	1.00 unit		
Country club	2.68 units		
Office	1.84 units		
Fire station	3.00 units		
Elementary or junior high without gymnasium and/or cafeteria	1.00 unit for each 26 students in average daily attendance		
Junior high school with gymnasium and/or cafeteria	1.00 unit for each 20 students in average daily attendance		
High school	1.00 unit for each 15 students in average daily attendance		
Junior college	1.00 unit for each 10 students in average daily attendance		
Boarding school/convent	1.00 unit for each 3.5 students/residents in average daily attendance, plus \$12 for each 10 nonresidents		
Industrial waste discharge permit	Any direct and indirect costs incurred by the Town		
Liquid waste truckers discharge permit	All treatment and disposal costs		
Solid waste collection and disposal monthly fee	Varies by level of service and set by separate resolution		
<b>3 Encroachment into the public right-of-way</b>			
Application fee		\$500	\$525
Encroachment permit			
Underground	\$ 12 per linear foot of standard trench or \$375, whichever is greater		
Fence; wall; irrigation; driveway cuts	\$ 12 per lineal foot of easement precluded from public use or \$550, whichever is smaller		

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**IV MISCELLANEOUS AND ADMINISTRATIVE ACTIVITIES**

**A REIMBURSEMENT OF TOWN ADMINISTRATIVE COSTS**

Includes, but not limited to, litter clean-up, private excavation work, weed abatement, etc., as required by Code enforcement

Actual direct cost +  
administration and overhead

Service charge for return of illegally placed real estate signs on public property	\$ 60
Issuance of duplicate (replacement) business license; issuance of duplicate if original is lost or destroyed	\$ 30
False security or fire alarm within 12 months of first false alarm:	
Third	\$ 100
Fourth	\$ 150
Fifth and each subsequent false alarm	\$ 200
Transportation or discharge of weapons	\$ 180 plus overhead
File search - Town Hall and records center	100% of staff time + overhead of 40%
Duplication of official copies of plans and professional reports	\$ 15
Copies of specific Town documents: *	
City code	\$ 161 + overhead
General Plan	\$ 37.50
Geologist hazards map	\$ 18
Folio text	\$18
Address maps	\$ 3
Subdivision ordinance packet	\$ 8.50
Annual subscription to:	
Site development agendas	\$ 30
Planning commission	
Agendas	\$ 25
Minutes	\$ 35
Both	\$ 60
City Council	
Agendas	\$ 25
Minutes	\$ 45
Both	\$ 70

\* Charges are reduced to one-half of these amounts at mid-year

**Miscellaneous copying**

Hard copy (8 1/2" by 11") from hard copy	\$ .25 per copy
Hard copy (8 1/2" by 11") from microfiche	Applicable rate charged to Town + \$ 2.50 per order

Street address changes	\$ 150
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**B TAXES**

<b>1 Real property transfer tax</b>	\$ .275 per \$ 500 in assessed value, or fraction thereof
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Category/Process		AMOUNT OF
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<b>2 Sales tax</b>		1% of gross receipts
<b>3 Use tax</b>		1% of sales price
<b>4 Business license tax</b>		
Architect		\$ 100
Contractors: General		\$ 250
Sub-contractor - 1 person		\$ 120
Sub-contractor - more than 1 person		\$ 150
Delivery truck		\$0
Engineer		\$ 100
Home occupation		\$ 100
Keeping or stabling horses: First 2 horses		\$ 75
Each of next 10		\$ 5
Each in excess of 12		\$ 2.50
Private schools, day care facilities, and board and care facilities		\$ 100
Real estate broker: First broker		\$ 140
Each of next 2 brokers or salespersons		\$ 30
Each additional broker or salesperson		\$ 10
First 3 employees		\$ 10.50
Each additional employee		\$ 2.10
Recreational facility		\$ 150
Septic tank pumpers		\$ 150
Services, e.g., appliance repair, pool services, pest control, gardeners:		
Per year		\$ 50
Per quarter		\$ 8
Others, including real estate appraisers		\$ 150
Transferring a business from one address within Town to another		\$ 28
<b>C MONETARY PENALTIES</b>		
<b>1 Business license tax</b>		
Failure to pay when due		10% per month, to a maximum of 50%
<b>2 Return of check for insufficient funds</b>		\$ 25
<b>3 Town invoices</b>		
Payment due		Net 30 days
Delinquent charge		12% interest annually
<b>4 Collections costs</b>		Amount of Town invoice plus collection agency costs
<b>D ANIMAL CONTROL CHARGES</b>		
Impoundment fee - including animals impounded for rabies quarantine		
Licensed dog, 1st time ever impounded		\$ 20
Licensed dog, 2nd impoundment		\$ 35



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Licensed dog, 3rd or subsequent impoundment		\$ 45	
Unlicensed dog, 1st impoundment		\$ 45	
Unlicensed dog, 2nd or subsequent impoundment		\$ 55	
Cat		\$ 20	
Small animal - bird, rabbit, reptile		\$ 15	
Large animal - horse, cow, pig, goat		\$ 50	
Daily boarding fee - to be paid in addition to impound fee for all stray and impounded animals, including owner-surrendered animals for rabies quarantine. Fees are per calendar day, including the day received.			
Dog		\$ 12	
Cat		\$ 7	
Small animal, reptile, bird (including poultry)		\$ 7	
Large animal - horse, cow, pig, etc.		\$ 15	
Licenses and pet identification - licenses sold by revenue collection:			
License for period of:	If unaltered	If spayed/neutered	
6 months or less	\$ 10	\$ 5	
7 to 12 months	\$ 16	\$ 8	
13 to 18 months	\$ 24	\$ 12	
19 to 24 months	\$ 30	\$ 15	
25 to 30 months	\$ 38	\$ 19	
31 to 36 months	\$ 44	\$ 22	
Late fee - 30 days after expiration or for after 30 days in the case of new residents. Late fee also applies for licenses which are purchased in response to a citation or animal impound.			
		\$ 15	
Replacement license tag		\$ 2	
Permits - annual fee or per event:			
License of wild or dangerous animal		\$ 100	
Kennel, dog or cat		\$ 90	
Livery stable, boarding stable		\$ 90	
Disposal of dead owned animals - animals accepted up to 150 pounds; no animal accepted overweight			
Dogs, cats, rabbits		\$ 20 per animal	
Each additional animal		\$ 20	
Small animals		\$ 10	